Sanitized Copy Approved for Release 2010/06/09 : CIA-RDP88G00186R001101410004-4

3 March 1986

MEMORANDUM FOR THE RECORD

SUBJECT: Office of Information Services FY 1985 3rd Quarter Highlights

I. Speaker: [redacted] 25X1

Topic: Office Overview

a. A list was presented featuring the status, action and achievements of the individual components within OIS.

b. Experiencing a personnel shortage.

c. Money needed for shelving in the Records Center.

d. Career path is shaky with 70% of OIS employees being 65 &/below.

e. A request was made for the implementation of banding in OIS.

II. Speaker: [redacted] 25X1

Topic: Information and Privacy: Year to Date Update

a. Review is being made into the reason for the decline in backlogged cases.

b. OIS is currently feeling the impact of the FOIA Relief Act of 1984.

c. Currently using four annuitants (looking at two more) to assist in closing cases.

d. Reorganized the Support Services Branch.

e. Refurnished offices for an improved working environment.

f. Identifying and analyzing cases/working with the IRO.

g. Aggressive use of the IPD legal advisor.

h. 2,066 current cases - 889 cases were closed = a 30% reduction.

[redacted] 25X1

Sanitized Copy Approved for Release 2010/06/09 : CIA-RDP88G00186R001101410004-4

Sanitized Copy Approved for Release 2010/06/09 : CIA-RDP88G00186R001101410004-4

III. Speaker: [redacted] 25X1

Topic: The Regulations: Impact of Automation

a. Will be processing circa 500 issuances and publishing 435 this year (25% represent PP or DO requirements).

b. The Wang Alliance is now being used and it offers the ability to track the updating of regulations. (107 regulations all expected to be updated this year.)

c. [redacted] which deals with distribution has been revised. 25X1

d. During the quarter there was an increase in the ability to communicate with major components.

IV. Speaker: [redacted] 25X1

Topic: Update on Historical Review

a. The DO has agreed to provide CIG records for historical review.

b. Negotiations are continuing with the DI.

c. Eight employees will be needed to work on this program.

d. No ports are available fore terminal hookup in the room currently occupied. When OTE vacates OIS will gain new offices and will receive four ports.

V. Speaker: [redacted] 25X1

Topic: Where are we with TRIS

a. TSCADS began Agency-wide operation in August 1985.

b. TSCADS provides the following:

- o On-line, real-time document control for non-electrical top secret collateral documents.
- o A detailed audit trail.
- o Enhanced audit capability.
- o Enhanced personal accountability.
- o Standardize recording of date elements.

Sanitized Copy Approved for Release 2010/06/09 : CIA-RDP88G00186R001101410004-4

Sanitized Copy Approved for Release 2010/06/09 : CIA-RDP88G00186R001101410004-4

c. Prior to full operating capability of TRIS, RAMS will be enhanced to provide statistical and storage space ....management capabilities.

d. The registry function will be supported by CDOCS which offers many desirable features.

e. As part of TRIS, ARCINS has been modified to accept TRIS data elements.

VI. Speaker: [redacted] 25X1

Topic: Information Management Audits

a. Prior to last year, an audit was performed when a component had a specific problem and requested assistance.

b. A comprehensive program was developed and now all offices are audited.

c. Audit problems are discussed and guidance is given to office personnel.

VII. Speaker: [redacted] 25X1

Topic: Update on TOP SECRET control

a. [redacted] 25X1

b.

c.

Visited the Ames Information Services Center

[redacted] 25X1

Distribution:
Original - File

Sanitized Copy Approved for Release 2010/06/09 : CIA-RDP88G00186R001101410004-4